

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC HEARING ON INTERNET POLICY REVISION
AND REGULAR SESSION**

DATE: December 9, 2002

TIME: 4:00 p.m.

LOCATION: Boardroom/Central Library
315 South Rose Street
Kalamazoo, MI 49007

PRELIMINARY BUSINESS

President Brown called the meeting to order at 4:00 p.m.

Roll Call: Trustees present were: Donald Brown, Robert Brown, Loren Dykstra, Lisa Godfrey, Rand Johnson (late) and James Vander Roest. Absent: Doreen Thomas.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Multi-Card Services from Fifth Third Bank

Recommendation: Mr. Amdursky recommended the board adopt a resolution to authorize the library to contract with Fifth-Third Bank for multi-card services.

MOTION: Mr. Vander Roest moved and Ms. Godfrey supported a motion to adopt the resolution as recommended.

Executive Summary: The resolution and contract will allow us to replace our current unsatisfactory credit card arrangement with National City Bank with the Fifth Third Bank program. The multi-card program allows individual credit cards, targeted to specific usage by employee according to job duties.

In the past we have been unable to take full advantage of the increased productivity and efficiency credit card purchasing allows, because available fiscal controls were not stringent enough. With the increase in Internet purchasing and the need for on-demand goods and supplies, it is becoming more difficult to accomplish needed purchases using our current arrangement. The multi-card solution will give us both the needed fiscal controls and the efficiency of credit card purchasing that is needed.

Discussion: Ms. Diane Schiller, Head of Finance & Budget, answered questions from trustees regarding time of discovery after adverse use of cards, the number of staff who would be issued cards, whether they are restricted to business use, and clarification on general controls on use. They also asked for a report on the multi-cards after some experience is gained.

Roll Call Vote: Mr. Brown – yes; Mr. Dykstra – yes; Mr. Vander Roest – yes; Ms. Godfrey – yes; Dr. Brown – yes.



Motion carried 5-0.

B. Presentation of Public Service announcements

Presentation: Ms. Marti Fritz, Manager of the Community Relations Office, played the public service announcements for trustees produced for television and radio broadcast to publicize KPL's "Library of the Year 2002" award.

Disposition: Trustees received the information.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

A. Minutes of the Regular Meeting of October 20, 2002

B. Personnel Items

Melissa Diaz transferred to the position of half-time library assistant 3 in Youth and Branches Services, assigned to Oshtemo and Washington Square Branches, effective December 1st. She had held a .3 time library assistant position in Loan and Outreach Services prior to her transfer. Her first position at KPL was as an hourly aide and substitute in many library departments.

Disposition: The board accepted the minutes and personnel items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Periods Ending October 31, 2002 and November 30, 2002

Recommendation: Director Amdursky recommended the board approve Financial Reports for the Periods Ending October 31, 2002 and November 30, 2002.

MOTION: MR. BROWN MOVED AND MR. DYKSTRA SUPPORTED APPROVAL OF THE FINANCIAL REPORTS AS RECOMMENDED.

Executive Summary: Mr. Amdursky indicated expenditures on track for the year.

Discussion: Ms. Godfrey asked about the loss we have experienced in foundation funds and requested a comparison of what other investment possibilities might have generated following the Dow. Ms. Schiller said she'd track and compare 2-3 years.

In response to other requests Ms. Schiller will also find out how much of the endowment fund is available to move at the board's discretion and will use a core benchmark established by the foundation for portfolio investment comparison.



Motion carried 5-0.

ACTION ITEMS

V. A. Budget Adjustment

Recommendation: The director recommended the board the increases in the following two budget line items:

-\$53,000 in Contracted Services for a redesign of the KPL website

-\$34,000 in Miscellaneous Operating for James Earl Jones appearance as part of the Library of the Year celebration.

Executive Summary: The director said a revised operating budget will be brought to the board in January or February, but in the meantime, expenditures for the redesign of the KPL website and Mr. Jones' performance fee need to be authorized and paid. The Friends of the Library were asked to help with funding for both of these efforts but have not yet responded. Upon board approval, these adjustments will be made in the operating budget and incorporated in the total budget revision to be brought to the board after the first of the year.

Trustees opted to act on each budget increase request separately.

MOTION: **Mr. Vander Roest moved and Mr. Brown supported a motion to approve the budget increase of \$53,000 in contracted services to redesign the website as recommended by the director.**

Discussion: In response to questions, Mr. Amdursky said the work was put out for bid and that when bids came in it was clear this project had been under budgeted at \$22,000. Both bids were in the \$100,000 range with special rates extended to KPL as a public entity, in the mid 70's. The low bidder was awarded the contract. Our first web page design was done on a pro bono basis, so we had no experience with costs for this type of work when this item was originally budgeted.

In response to questions about how the image of the library would be presented on the new web site, Mr. Amdursky said the plan is to present information in terms of service destinations rather than in terms of the library's organizational structure. He described a number of design and functionality issues and expectations.

Note: Dr. Johnson arrived during this discussion.

MOTION CARRIED 6-0.

MOTION: **Ms. Godfrey moved and Mr. Vander Roest supported a motion to approve the budget increase request in miscellaneous operating of \$34,000 for James Earl Jones appearance as part of the Library of the Year celebration.**

Discussion: In response to trustee questions, Ms. Marti Fritz, Community Relations Manager, said Mr. Jones has written an autobiography and that we will approach him about doing some public service announcements for the library when he visits. He has a set talk about cultural issues and will answer audience questions following his speech for 35-45 minutes. Also proposed is a dinner with trustees and donors and a small get-together at Powell Branch with young people. The actual schedule of events is yet to be determined.

Mr. Amdursky indicated the goal is to provide 2 tickets to Mr. Jones' talk for interested district residents. Reciprocal borrowers or those residing outside the library district will be charged a small fee. The venue, Chenery Auditorium, has 1800 seats.



Motion carried 6-0.

B. Reclassification of Business Manager from Supervisory/Technical to Department Head

Recommendation: **Mr. Amdursky recommended position of Business Manager be reclassified from Supervisory/Technical to Department Head effective January 1, 2003 and the job title be changed to Head, Finance and Budget Department.**

Executive Summary: Mr. Amdursky explained that a part-time accountant position added to the office staff in 1990 when we became a district library expanded over the years to full-time and evolved to Business Manager. The job continues to evolve and to have greater levels of responsibility. Recent additions include establishment of a capital improvement plan, development and coordination of all KPL budgets, addition of an endowment fund including coordination of endowment administrative policies and procedures, greater variety and quantity of library investments, and management of debt acquisitions and repayment. The level and scope of responsibility in this position makes it similar to that of department head.

Upon board approval, the salary of the incumbent would be increased by 5% and the incumbent would be moved to administrator fringe benefits.

This recommendation has been reviewed and is supported by the Personnel Committee.

MOTION: IT WAS MOVED BY THE PERSONNAL COMMITTEE AND SUPPORTED BY MR. BROWN TO APPROVE CHANGE IN CLASSIFICATION AND TITLE AS RECOMMENDED.

Discussion: In response to trustee questions, Mr. Amdursky said Ms. Schiller already has business office staff in place and this reclassification would not involve a structural change.



Motion carried 6-0.

C. Library Assistant Increases

Recommendation: The director recommended board approval of an increase in time of two fractional time positions:

- **.2 time increase in the library office in a LA 3 position**
- **.3 time increase in a branch LA 3 position**

Executive
Summary:

He explained there has been a need for additional library assistant help in the office for purchasing support work and at the reception desk. The incumbent is half-time in the library office and half-time in Loan and Outreach Services. There is currently a vacancy in a .3 time LA 3 position in Loan and Outreach Services. This is an opportunity to move the "split" LA position to this vacant .3 position in Loan and Outreach Services and have her work .7 time in the office to meet the office need, that is, a different time split. The result would be a .5 position in Loan Services to be advertised and filled and the elimination of a .3 time separate position. Such small fractions of time positions are difficult to fill because we are often not able to attract a pool of strong applicants.

We'd like also to increase another small fractional time position. We currently have a .2 time position at Eastwood Branch. This position was added when the new branch opened and we needed additional help but were unable to afford the more traditional half-time position. Expanding this position to half-time would provide some additional time at Eastwood as well as at Washington Square and eliminate another small fractional time position.

The cost for these two changes for the remainder of the fiscal year would be about \$6800.

This recommendation has been reviewed and is supported by the Personnel Committee.

MOTION: IT WAS MOVED BY MR. BROWN AND SUPPORTED BY MS. GODFREY TO INCREASE THE TIME IN THE TWO FRACTIONAL POSITIONS AS PRESENTED BY THE DIRECTOR.

Discussion: Mr. Amdursky explained that .2 is equal to 1 work day and .3 is equal to 1-1/2 work days. There is currently only one other .2 position in the library. It is a temporary position created to allow an employee with serious health issues to return to work. When the employee leaves the position it will be eliminated.



Motion carried 6-0.

D. Non-Resident Fee for 2003

Recommendation: Mr. Amdursky recommended the Board establish the non-resident fee for 2003 at \$155 per family.

MOTION: IT WAS MOVED BY MR. BROWN AND SUPPORTED BY MS. GODFREY TO ESTABLISH THE NON-RESIDENT FEE FOR 2003 AT \$155 PER FAMILY.

Executive

Summary: The non-resident fee is based on the average tax on a residential parcel within the library district. To date this year we have sold 14 family cards and two student cards; there are 97 paid, current non-resident cards in total.

Discussion: There was some question about the term “family” as used in the policy. In this context the term has traditionally meant related family members living in the same household and has not been challenged.



Motion carried 6-0.

REPORTS

E. Tactical Plan for 2003

Presentation: The director presented the Tactical Plan for 2003 which represents the library’s work plan for the coming year. Although not everything is mentioned in the plan (many ongoing items are assumed) it is an attempt to inform the board and staff of critical initiatives that will be priorities for 2003 as well as ongoing issues where concentrated efforts will continue. There is no need for the board to take action on this plan.

Following are areas of particular emphasis for the year:

Goal 1 Strategic Objective A: Enhance services for small businesses in the area through investment in personnel, materials and programming.

Goal 1 Strategic Objective B: Determine the optimum delivery of law library services in light of decreased investment by the county.

Goal 1 Strategic Objective C: Identify elements of Kalamazoo Partners for Learning Technology (KPLT) project to be retained by KPL.

Goal II Strategic Objectives A-D: Relate to the new integrated library system (ILS) and the new web site; will require involvement from virtually the entire staff. This will likely be the single biggest focus for KPL in 2003.

Goal III: Virtually every new initiative in this area has to do with improved internal efficiencies, increasing revenues, or providing financial security. Item G, which deals with

compliance with the GASB 34 accounting standards changes, will likely require the greatest concentrated effort.

Goal IV. Strategic Objectives A – C: focus on the training that will be a priority both in the coming year and in the long term.

Goal V: This year we expect to do at least one community survey. We will also try to maximize the benefits of KPL’s designation as Library of the Year.

Discussion: Mr. Vander Roest asked if the plan addresses exploring KPL’s role in local economic development. Mr. Amdursky said the plan does address that issue in more than one place. Ms. Godfrey asked if the community survey instrument would be prepared externally. Mr. Amdursky said that it would.

Disposition: Trustees received the information.

VI. COMMITTEE REPORTS

A. Finance & Budget Committee
No report.

B. Personnel Committee
The committee considered the issues included earlier in the meeting.

C. Law Library Liaison

Presentation: Ms. Godfrey had several items to report. The contract with the county approved at the last meeting has been signed; Kalamazoo County Bar Association will be providing a \$7500 grant to support the law library this year and are considering granting it annually; several attorneys will be providing the "Ask a Lawyer" program periodically in Spanish; we have contracted for three years for the Westlaw On Line service which will save on the annual subscription rate.

Disposition: Trustees received the information.

D. Endowment Fund Governance Committee

Presentation: Ms. Godfrey reported a contract was signed with Arcadia Bank for investment management services. The committee is developing an investment policy with help from Stauder-Barch and Associates, the committee's financial consultant.

Disposition: The board received the information.

VII. OTHER BUSINESS

A. Directors Report

In response to questions about an item in his written report regarding an inspection of our government documents area by federal personnel, Mr. Amdursky indicated inspectors visit about every two years; this is the first time they have complained about public accessibility to the documents although we do have access to items by various means depending upon the item, including paper documents and electronic documents. We asked them about the government-imposed limitations on access to documents but the question was not answered. We provide between 20-40% of available government documents.

Western Michigan University is a larger depository. We try to coordinate what is provided with WMU to avoid some duplication.

The director reported back to trustees that circulation records are archived as far back as the installation of the current automated circulation system. Trustees asked the director to look into deleting archival circulation system records to eliminate patron records no longer needed by the library that could potentially be subpoenaed by the courts.

Mr. Amdursky told the board the book chosen for the "Read Together" initiative is Ray Bradbury's "Fahrenheit 451."

Ms. Godfrey commented the Great Grown Up Spelling Bee was a wonderful success and thanked everyone who worked on the event.

The director then presented a video demonstration of "streaming video" for trustees. He feels his request to the Follett company to provide this service to our patrons as a pilot project was taken seriously because of our national reputation for technological innovations, largely due to our success as the first library in the nation to offer downloaded digital audio books on MP3 players.

Streaming video is currently used as a tool in schools. As the first library in the nation to offer streaming video, we will be able to help restructure it as a library video product. It could potentially be viewed by patrons using a PC and headset at all agencies, and if granted performance rights, it could be used internally for programming. We could also potentially be downloaded to CD, circulated and then discarded. Procedures and copyright issues will need to be worked out. If that can be done, we would not be charged during an experimental period of several months.

Discussion: Trustees were concerned about content monitoring and the possibility of adding local content to the database was mentioned.

Disposition: The director will keep the board informed on progress on this possible new service.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

Mr. Brown reiterated Ms. Godfrey's positive comments on the "Great Grown Up Spelling Bee" fundraiser for Ready to Read.

President Brown reminded trustees of the KPL Holiday Tea.

X. ADJOURNMENT

Hearing no objections, President Brown adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:50 p.m.

Doreen Thomas, Secretary